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This Notice Expires 1 January 1962

STATINTL

PERSONNEL

HN [REDACTED]
6 September 1961

CATEGORIES OF PERSONNEL

ADOPTION OF NEW APPOINTMENT STRUCTURE

1. In order to strengthen the concepts of career service which have guided the Agency in its career management policies over the past several years, I have approved Headquarters Regulation [REDACTED] Categories of Personnel. This regulation establishes an appointment structure which differentiates among the kinds of employees engaged by the Agency in terms of their intended use and duration of employment. Such an appointment structure will permit more effective application of existing Agency programs of personnel management and in particular will foster the continuing evolution of a strong career service within the Agency. STATINTL

2. The principal changes from previous policies are as follows:

a. Selection of Career Employees: Individuals will be selected for Career Employee status by the heads of their Career Services rather than by a central selection board. This will permit selection standards to be more responsive to the particular needs of the various Career Services.

b. Minimum Age Requirement: A minimum age of 25 is required for selection for Career Employee status. This requirement is in recognition of the fact that a large percentage of young people are uncertain as to their long-range vocational interests.

c. Reserve and Temporary Employees: Provision is made for two types of term employment, reserve and temporary, of individuals who may be needed for specific requirements but who are ineligible for or not interested in career employment. These categories allow the Agency and the individual to express their mutual intentions regarding employment relationships more accurately than heretofore. Appointment to the reserve or temporary category requires mutual commitments but does not force acceptance of obligations beyond the intent of either party.

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3. All employees who are now members of the Career Staff will automatically be converted to Career Employee status. However, if as a result of mutual agreement between an employee and the head of his Career Service it is determined that his employment situation is more accurately reflected by Reserve Employee status, he may be appointed to that status. Employees who have completed at least three years of service in the Agency as of the date of issuance of the new HR [REDACTED] will promptly be considered for Career Employee status in accordance with the provisions of the regulation except that the minimum age requirement will not apply. All other employees will be considered for Career Employee status in accordance with the provisions of HR [REDACTED] at such time as they meet the age and length of service requirements prescribed therein.

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ALLEN W. DULLES
Director of Central Intelligence

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